





March 8, 2013

## Community Revitalization Fund (CRV) Annual Report modified, now includes Final Close Out Report

The CRV Annual Report has been revised and renamed, and is now called the <u>CRV Annual Report/Final Close Out Report</u>. Effective immediately, the revised report must be submitted to identify progress on an annual basis, as well as when a CRV award is complete. See the CRV Annual Report/Final Award Close Out Report for instructions.

A complete CRV award is defined as the following:

- All CRV funds from a specific award have been expended and accounted for;
- All Household Demographic/Project Information forms have been submitted to Minnesota Housing; and
- All deferred loan documents have been recorded and submitted to Minnesota Housing as required.

If the completed CRV award has unspent funds, the funds must be returned with the report.

New CRV administrators (funded in October 2012 for the first time) will be required to submit a <u>CRV Annual Report/Final Award Close Out Report</u> in early June 2013 (Minnesota Housing will remind you of this reporting requirement in May). The purpose of this mid-year report is to demonstrate the progress made on your award.

## Questions? Contact the CRV Team:

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